

LANARK RENFREW HEALTH & COMMUNITY SERVICES

BOARD MINUTES – November 27, 2018

Present

Board: Tom Baumgartner (Chair), Fay Bennett (Vice-Chair), Stephen Bird (Past Chair), Warren McMeekin (Secretary/Treasurer), Gwen Bennett, Bill Janes, Bonny Johnson, Kim O'Connor, Linda Russell, Joey Trimm, Tracy Zander

Regrets: Andrea Brett, Barbara Drake

Staff: Sandy Angell, Heather Ballinger, Leigh Gibson, Carol Anne McNeil, Sarah Sark, Becky Walker (resource)

Presentation: Carol Anne McNeil, Co-Director, LCP – Family Relief

1. **Welcome**

- **Presentation to Connections Program for 25 years of service:** Tom presented a framed certificate to Leigh Gibson to acknowledge the 25th anniversary of Connections.
- **Welcome to new Board member:** Tom extended a welcome to Linda Russell, new Board member, and introductions went around the table.

2. **Approval of Agenda – Conflict of Interest:** The agenda was approved as presented, with two changes. Due to a scheduling conflict, Warren asked that the Finance Committee report be moved up to the top of the agenda. Tom asked to add *item 7.3: In-camera session*.

3. **Approval of Minutes – October 23, 2018:** The Board approved the minutes as presented.

4. **Business Arising from Minutes**

4.1 **LRHCS 2018-19 Priority List (Kara – deferred from October):** Kara was absent, so John reviewed some of the 2018-19 priority list highlights. Discussion on dental care took place, with John indicating that LRHCS is currently exploring partnerships and other initiatives to bring dental care to the centre. Linda asked about advocating for residents in long term care facilities in the area; Tom suggested she review the advocacy policy for Board members and possibly bring the topic to Planning & Review for consideration. Bill pointed out that coordinating with the County regarding this issue might be more effective. Tom recommended revisiting this issue at the January Board meeting.

ACTION: Advocacy for long-term care residents to be added to January Board meeting agenda.

4.2 **Committee Terms of Reference – Nominating , WB Healthier Community, Planning & Review, Governance:** The group reviewed the Terms of Reference for the standing committees, with the understanding that revisions may be required at the committee level, meaning that the documents could be presented to the Board for approval again at a later date. It was agreed that more research is needed to decide on committee membership (staff to be considered committee resources, or committee members?), but the Terms of Reference would be approved for the time being. Stephen pointed out that the NC ToR includes process detail, which other committee ToRs do not. It was suggested that the procedural elements be included in a separate document as an appendix. Governance will also review their ToR for any procedural elements.

DECISION: The Board approved all the Committee Terms of Reference presented, with minor edits for clarity or grammatical correction. The Nominating Committee will review their ToR structure, possibly including an appendix with procedural elements.

Governance will report on the issue of staff being considered committee members or resources at the next Board meeting.

5. **Board Workplan:** Tracy presented the revised Board workplan for approval, directing the Board's attention to the removal of the item under Actions in November: *Receive reports from management on 2-3 select or representative indicators/activities from all the Parts of the Organization; to be included in ED and Agency Directors' reports.* Due to confusion regarding the specific nature of the task, the committee concluded it should be removed from the Board workplan until further discussion takes place at Governance regarding which indicators would be addressed. The Board reviewed the workplan; November items to be addressed later in the agenda.

DECISION: The Board approved the revised 2018-19 workplan.

6. **Correspondence:** No correspondence requiring Board action this month.

7. **New Business**

7.1 **Complaints report:** John submitted the annual complaints report to the Board.

7.2 **Proposed strategic planning item for Planning & Review:** Tom presented his research on the role of Boards with regards to quality improvement. He suggested that P&R might focus on the governance role in the organization's quality improvement (without interfering with the operational aspect). There was no consensus that the Board had an additional role in Quality Improvement. P&R has a Quality Improvement function which they will discuss further.

ACTION: Planning & Review to discuss how to perform their quality improvement function.

7.3 **In-camera session:** The Board went in-camera to discuss a matter relating to a former client of the NLCHC. The Board came out of camera; it was determined that no

action is required regarding the issue discussed. At this time, the Board expressed its support for the staff and the manner in which they have handled the issue.

8. Executive Director's Report: John presented the ED's report to the Board, highlighting the ongoing success of the Open Access initiative by Morgan Hawn and the Primary Care Team at NLCHC.

9. LCP Agency Co-Directors' Report and INAN Study Briefing: Heather presented the LCP Co-Directors' report to the Board.

10. Committee Reports

10.1 Finance: Warren presented on the work of the Finance Committee, reviewing the Q2 statements with the Board. He indicated that finances are in good shape, with no concerns. He reported that the committee reviewed the risk management policy and matrix used by LRHCS to identify and mitigate or eliminate risk across the organization. John encouraged Board members to review and forward any comments or suggestions regarding the risk management matrix to him.

DECISION: The report of the Finance Committee was accepted as presented and the minutes approved.

10.2 Governance: Tracy presented on the work of the Governance Committee. She reviewed the results from the Board meeting survey and confirmed that Board members have submitted their bios to be posted on the LRHCS website. The Board reviewed the holiday greetings message to staff and suggested changes to the design presented. Governance will discuss the role of staff on Board committees at their January meeting and report back to the Board with recommendations.

DECISION: The report of the Governance Committee was accepted as presented and the minutes approved.

10.3 Planning & Review: Bill presented on the work of the Planning & Review Committee. He provided an update on planning for the Board retreat, which may be combined with a staff retreat. Bill offered thanks on behalf of Planning & Review to Sandy Angell for all of her work to support the committee.

DECISION: The report of the Planning & Review Committee was accepted as presented.

10.4 WB Communications: Joey presented on the work of the WB Healthier Community Committee. The first meeting took place on Nov. 2, where the committee revised the Terms of Reference and proposed a name change.

DECISION: The report of the WB Healthier Community Committee was accepted as presented.

10.5 AHC Board Liaison: Fay reported on the recent AHC webinar and encouraged other Board members to access it online. She drew the Board's attention to the action alerts highlighted by AHC, and indicated that partnerships continue to be a focus of the Ministry.

DECISION: The report of the AHC Board Liaison was accepted as presented.

11 Informational Items

Tom directed the Board members to this month's informational items on SharePoint. John said Paula Stewart is available to speak to the Board regarding the public health strategic plan. He will set up a time for her to present.

12 Availability for Cheque Signing: All signing officers indicated they were available for cheque signing this month, with the exception of Tom, who may have limited availability.

13 Date of Next Meeting – Tuesday, January 22, 2019 at NLCHC

Respectfully submitted,

A handwritten signature in blue ink that reads "Tom Baumgartner". The signature is written in a cursive style with a long, sweeping underline.

Tom Baumgartner
Chair, Board of Directors